

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 06/19

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Program Officer (three positions), FSN-11*; FP-4

OPENING DATE: July 17, 2006

CLOSING DATE: August 7, 2006

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Ordinarily Resident: US\$13,404 (Starting salary, Position Grade: FSN-11)

LENGTH OF HIRE: Long Term. Actual filling of the positions is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking individuals for employment in Vietnam for the **Program Officer** positions in the Centers for Disease Control & Global AIDS Program (CDC/GAP).

BASIC FUNCTION OF THE POSITION

Incumbent of this position will serve as the Program Officer for HIV/AIDS prevention and care programs implemented by CDC/GAP in Vietnam. The incumbent will be responsible for developing, organizing, implementing, coordinating, and supervising activities supported by CDC/GAP Vietnam in collaboration with the Vietnam Ministry of Health (MOH), Provincial Departments of Health, Ho Chi Minh City People's AIDS Committee, non-governmental organizations and/or universities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATIONS REQUIRED

Note: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor degree with equivalent work experience and training in one of the following disciplines: Medical, Public health, Health policy, Health management, Epidemiology, Behavioral Sciences, Public administration is required.
2. Minimum of three years of experience in working with the Government of Vietnam in public health implementation and management experience is required. Must also have working experience in HIV/AIDS or sexually transmitted disease (STD) field, in community research & program design, implementation and evaluation. Progressive responsibility in providing technical and management support for complex program operations in public health organizations is essential. Knowledge of broad perspective and thorough knowledge of the principles of public health programs and practice, including facility with research design concepts and basic statistical methods and procedures; familiarity with HIV/AIDS situation and programs in

Vietnam, plus current international standards best practices; in-depth knowledge about the Vietnamese health system, including the administration and organization of personnel, resources, structures, and services from MOH through provincial health departments to the district levels and below are required.

3. Must have strong leadership skills. Must be able to work creatively and constructively with government health officials to develop feasible HIV/AIDS interventions suitable to local conditions and guide their implementation, effectively responding to challenges and barriers as they arise. Must demonstrate grasp of skills and methods for program management, monitoring and evaluation of activities of similar scope and complexity. Possess sensitivity and maturity to deal appropriately with HIV issues is required. Must have a demonstrated ability to work closely and effectively with persons at all levels of the public health system. Must be able to prepare oral and written reports in English for senior-level international scientific audiences.
4. Must be able to translate documents from Vietnamese into English and vice versa. This will be tested.
5. Level 4 (Fluent) Speaking/Reading English and level 4 (Fluent) Speaking/Reading Vietnamese are required. This will be tested.

SELECTION PROCESS

When equally qualified, American Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed American Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Current employed Non-Ordinarily Resident (NOR) persons hired under Personal Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold Post Security Clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street, District 1, HCMC.

POINT OF CONTACT

Management Office
U.S. Consulate General HCMC
Tel. 84-8-822-9433
FAX: 84-8-823-4642

DEFINITIONS

1. American Citizen Eligible Family Members (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 7, 2006

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.